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Approved For Release 2002/05/06 : CIA-RDP78-04718A001300060014-8

Document No.	_____
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<input type="checkbox"/> Declassified	
Class. Changed To:	_____
Auth.: HR 70-2	
Date: 12-30-78	By: [Signature]

JUL 28 1954

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Savings possible through Agency operation  
of the GPO South Building Printing Plant

1. There is attached a tabulation showing estimated savings which would be realized if the Agency operated the GPO South Building Printing Plant.

2. It is emphasized that it has been necessary to estimate the GPO payroll and other GPO expenditures as the official figures are not available to us. Therefore, the estimated savings are purposely conservative.

3. The tabulation shows that the Agency would realize savings estimated to be \$175,000.00 per year if the plant were Agency-operated in its present location; and \$235,000.00 per year if it were Agency-operated in conjunction with the [redacted] 25X1A6A

4. It is pointed out that there are other compelling reasons in favor of the proposal for Agency operation of this plant. Among these are:

a. The printing of this plant is an integral part of the NIS program. Agency operation of the plant would permit a desirable interchange of employees between the plant and D/B. This would provide expert personnel to assist in copy preparation and layout work. Also, D/B personnel could receive essential training in the plant.

b. Far better utilization of equipment would be possible, particularly if the plants are consolidated and operated in the same building. Further, these facilities would be available for producing work which must be done in an Agency plant.

c. Security would be enhanced if all classified printing were done in Agency controlled plants.

[redacted]  
JAMES A. GARRISON  
Chief of Logistics

25X1A

Attachment:  
Tabulation of Savings  
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